CONFIDENTIAL 27 September 1956

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MEMORANDUM FOR: DDP Training Officers

SUBJECT : DDP Training Officers Meeting -26 September 1956

- 1. The Training Officers Meeting scheduled for 26 September 1956 has been cancelled.
- 2. CI Staff is giving a briefing on CI Staff structure and functions on the mornings of 2 and 3 October for a selected group of Clandestine Service officers. The group has been limited to Branch Chief level and above, and to people who are not familiar with CI Staff. If any TRO's have candidates who particularly need this briefing, call CI/R&A/TRB prior to noon, 1 October.
- 3. The Admin Procedures Course scheduled for 8-26 October has been cancelled.
- 4. There has been a change in location for the Special Lecture Series, "Sphere of Indian Influence in SE Asia," 12 October-21 December from 2524 Quarters Eye to 117 Central Building.

gets under way October 1 and will be regularly scheduled thereafter at six week intervals. The course is designed to meet the needs and experience of the individual student. The experience of the first running has been reviewed and has resulted in certain changes which should considerably enhance the course and provide for a more rapid, smoother and more stimulating presentation.

In addition to the formal course, tutorial training is available

Registration for tutorial training should be handled through the standard green sheet procedure with "(tutorial)" placed after the course name. Special effort should be made to utilize this service

OTR hopes to increase its instructor capability in this area soon. When this is done a total of fifteen students can be handled in the formal course and expended tutorial service can be given.

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This can only mean that sufficient attention is not being paid to this important aspect of the training program. It is suggested that each division review this scheduling activity now to insure reaching all dependents at an early date. Revised dates for Dependents Briefing
7. The next CIA Review is scheduled for 1:30-4:00 pm, Tuesday, 9 October. However, effective with the 25 October offering the Review will be given in the morning from 0930-1200 and on Thursday of the week instead of Tuesday. The location will remain the same, 117 Central Building.
The revised schedule is as follows: 9 October; 25 October; 8 November; 29 November; 13 December; and 10 January 1957;
8. will be Acting Chief of PP/SD/TR effective 26 September through 2 November 1956 due to the temporary absence of
period. During the same
Clandestine Services Training Committee. All matters pertaining to the Committee should be referred to her for coordination (1304 K - extension
Acting Chairman,
Clandestine Services Training Committee

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